

***EIGHTY-NINTH MEETING***  
***of the***  
***ADMINISTRATIVE ADVISORY COMMITTEE***  
***MEETING NOTES***  
**October 16, 2009**

The Eighty-Ninth Meeting of the Administrative Advisory Committee convened at 10:10 a.m., on October 16, 2009, in the Conference Room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Gebe Ejigu, representing Governors State University; Dan Layzell, representing Illinois State University; Maureen Parks, representing the University of Illinois; and Jody Tyrrell, representing Northern Illinois University. Present by teleconference were: Peggy Podlasek, representing the Illinois Board of Higher Education; Diane Sayers, representing Western Illinois University; and William Weber, representing Eastern Illinois University.

Members absent were: Joanne E. Maitland, Chair, representing the Merit Board; Dean Justmann, representing Chicago State University; Geoffrey Obrzut, representing the Illinois Community College Board; John Sinsheimer, representing the Illinois Student Assistance Commission; Duane Stucky, representing Southern Illinois University; and Mark Wilcockson, representing Northeastern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mary Follmer, Assistant Director, Legal Services; Teresa Rademacher, Secretary for the Merit Board; Jeff Brownfield, Assistant Director, Operations Division; Cindy Neitzel, Manager, Audit and Advisory Services; and Barney Bryson, Chair, State Universities Civil Service Advisory Committee.

***Consideration of the Report of the Eighty-Eighth Meeting, January 16, 2009***

Mr. Morelock requested approval of the Report of the Eighty-Eighth Meeting of the Administrative Advisory Committee meeting held on January 16, 2009. Mr. Layzell moved to approve the report of January 16, 2009. Dr. Ejigu seconded Mr. Layzell's motion. The motion carried.

***Discussion on the proposed rule revisions to the Illinois Administrative Code, Section 250.110 (80 Ill. Adm. Code §250.110), Separations and Demotions, and Section 250.120 (80 Ill. Adm. Code §250.120), Seniority***

Mr. Morelock gave an overview of the proposed furlough rule language in Section 250.110 (80 Ill. Adm. Code §250.110), Separations and Demotions, and Section 250.120 (80 Ill. Adm. Code §250.120), Seniority. A new draft was distributed to the members highlighting the changes proposed since the mailing of the agenda material. Also, Mr. Morelock distributed a copy of the emergency rules published by the Department of Central Management regarding their furlough rules.

The committee discussed the difference between a layoff and a furlough. Temporary layoffs could be implemented immediately. Layoffs are typically not required to be negotiated, however the impact may be bargained by the various unions.

The committee discussed at length the proposed furlough approval process versus a simple notification process. The committee was asked to submit their specific comments/language changes and the agency would consider incorporating them into the final rule proposal.

#### ***Discussion of recently adopted rule revisions and procedure manual implications***

Mr. Morelock stated that several rule changes were effective July 22, 2009. The specific substantive rule changes are summarized below:

Section 250.60 (80 Ill. Adm. Code §250.60), Eligible Registers – section was revised to reduce the time taken to refer, interview, and employ to open positions. It also provides some additional flexibility in locally managing applicant registers and pools by expanding the permissive removal of applicants from registers under defined conditions, and limiting the general timeframe for an applicant to remain on a register.

Section 250.70(d) and (e) (80 Ill. Adm. Code §250.70(d) and (e)), Nonstatus Appointments (Learner/Trainee Programs) – several subsections were combined; incorporating the most flexible components currently contained in either the Learner or Trainee programs.

Section 250.110 (80 Ill. Adm. Code §250.110), Separations and Demotions – section was revised to specifically address two separate matters: 1) provide for a leave of absence/termination from employment in instances where disability benefits have been terminated and the employee still cannot return to work, and 2) provide for alternative orders of either discharge, reinstatement, or reinstatement with a 60-day suspension in discharge cases heard before the Merit Board.

With the above rule changes, several procedure manual changes will need to be updated. The first of these procedural manual changes is a draft revision to Section 2.6 of the Employment and Separation Procedures Manual regarding Trainee Appointments.

#### ***Discussion of consulting relationship with University of Illinois and funding for Student positions***

Mr. Morelock gave an overview of the consulting relationship with the University of Illinois School of Labor and Employment Relations. Through this relationship, two doctoral students have been assigned to the agency since 2006 to assist in the classification plan management process for our agency. These

students focus primarily on job analysis and validity studies related to our pre-employment testing process, along with many other minor internal projects.

The University of Illinois has graciously provided the funding for these two doctoral students and their academic advisor, roughly at a cost of \$50,000, over the span of this consulting relationship. Due to the economic climate, the University of Illinois can no longer provide the funding for this program. The University System office is therefore in the process of establishing the funding for only one of these doctoral student positions for this fiscal year at a cost to the agency of roughly \$25,000. The final amount has not been determined.

#### ***Compromise of Police Testing System and operational impact***

Mr. Morelock informed the committee that the Police Sergeant knowledge examination had been comprised. The Office of the Inspector General (OIG) was contacted and is currently conducting an investigation into the matter. The agency will be notified at a later date of their investigation/outcome. The agency is not allowed to release any additional information at this time.

The Police Sergeant examination will need to be updated. I/O Solutions, a testing vendor, has presented a cost proposal on reconstructing all of the police examinations. The cost to do just the Police Sergeant examination will be around \$4,875. A discussion was held on the pro/cons of redoing the entire series. Mr. Morelock stated that the universities may need to assist our agency with some of the costs. The committee suggested that we only update the Police Sergeant examination at this time.

#### ***Report of the Executive Director***

Mr. Morelock updated the committee on the following:

- *Current expenditures for FY 2010 were included in the agenda materials. Several issues might cause some concern in the FY 2010 budget – Police Sergeant examination, interest payments, possible insurance deductible expense in an Administrative Review Case, and the moving or renegotiations of lease for office space.*
- *FY 2011 Budget – Board approved a 3.7% increase over FY 2010 appropriations.*
- *Audit Program – Agency will be auditing the Illinois Board of Higher Education, Illinois Community college Board, and the Division of Specialized Care for Children during the month of November.*
- *Classification Plan Update – We are working on several revisions to class spec/exams.*
- *Legal Update – 17 Written Charges for Discharge have been served on employees at the various universities/agencies for FY 2010. There is currently one discharge case pending and one case in Administrative Review.*

#### ***Review of other Advisory Committee Activities***

Mr. Morelock reported on the other advisory committee activities. He indicated that the agency would be meeting with the Employee Advisory Committee October 21 and 22 and would be meeting with the Human Resource Directors Advisory Committee in early November.

#### ***Other Items as presented***

Proposed meeting dates for calendar year 2010 were included in the agenda materials. They are

- Friday, January 15, 2010
- Friday, April 9, 2010
- Friday, July 9, 2010
- Friday, October 15, 2010

Mr. Morelock stated that these meetings would be held based on need and agenda materials. The next meeting of the Administrative Advisory Committee is tentatively scheduled for Friday, January 15, 2010. Dr. Ejigu moved to adjourn the meeting, Mr. Layzell seconded the motion. The meeting adjourned at 11:37 a.m.